



## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**July 1, 2008**

### **ARCHITECT**

**I2A2TX TO I2A5XX**

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses four levels in the Physical Science and Engineering Occupational Group and describes professional work in architecture. The work entails performing or overseeing the planning, design, and construction of facilities within the codes, standards, and specifications of the industry. The work includes working with agency customers and consultants/contractors to define and specify the requirements for new construction or major remodeling projects. It also may include preparation of cost estimates, functional capabilities and/or limits of the facility, and the impact on other facilities. Architects prepare initial design plans and specifications and participate in bid review and evaluation of designs for contract negotiations. Positions may monitor and observe constructions pursuant to contracts and administer the contract performance. Positions advise other agency managers and directors on architectural aspects of facilities, grounds, utilities, and long-range master plans. Some positions review and authorize architectural work as the designated representative of the state buildings division/unit. By statute CRS 12-4-102 et. seq., a license is required at the Architect I and above.

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#### **DESIGNER/PLANNER**

**I2A2TX**

#### **CONCEPT OF CLASS**

This class describes the first-working level. Positions in this level plan, design, or monitor construction of facilities or remodeling projects. The work entails ensuring that designs and construction are accomplished within standards, specifications, contracts, and codes. Positions may review or monitor the work of others, including contracted architectural services.

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#### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making --** The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. For example, within the guidelines of the agency master plan, positions decide how to plan and evaluate the design and construction of building projects. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, due to construction problems, positions consider numerous design solutions to develop changes to plans and specifications.

**Complexity --** The nature of, and need for, analysis and judgment is patterned, as described here. Positions study architectural and engineering information to determine what it means and how it fits together in order to get practical solutions in the form of designs or constructed facilities. Guidelines in the form of standards, specifications, contracts, plans, or local policies and processes exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions choose the most appropriate design specification in accordance with codes and standards.

**Purpose of Contact --** Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Securing regulatory compliance by issuing or revoking licenses and persuading or training others to correct problems. Regardless of the methods used to attempt to obtain compliance, the position can ultimately rely on legal authority to impose sanctions and penalties. For example, positions review construction activities for compliance with specifications and codes.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise agency managers on design parameters to influence cost containment issues.

**Line/Staff Authority --** The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

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## **ARCHITECT I**

I2A3XX

### **CONCEPT OF CLASS**

This class describes the fully-operational, licensed level. In addition to the work described by the Designer/Planner class, positions in this level review and approve design and "as-constructed" plans to ensure conformance to contract requirements and design principles and standards. Positions consult with engineers and maintenance personnel to identify and solve repair or remodeling problems. Included is work with budgetary and purchasing positions to establish contractual relationships to accomplish the architectural work. This class differs from the Designer/Planner class in the Decision Making, Complexity, and Purpose of Contact factors.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making --** The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, positions decide the planning and designing operations needed to complete design projects. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions choose the architectural design principles to use on new construction plans. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity --** The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of architectural design and construction theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, when evaluating design plans, positions apply architectural concepts and principles to determine the appropriateness of designs.

**Purpose of Contact --** Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of at least two of the following:

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Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions guide agency planners and boards on architectural matters to influence building styles and functions.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions clarify the intent of unfamiliar architectural requirements in documents released for bid.

Negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. For example, positions negotiate settlement of design modifications to agency contracts.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

## **ARCHITECT II**

I2A4XX

### **CONCEPT OF CLASS**

This class describes the work leader or staff authority level. In addition to work described by the Architect I class, positions in this level have responsibility for assigning and reviewing the work of other Architects. This class also describes the staff authority level where positions function as the agency authority on an architectural field and are relied upon by managers and peers for expert consultation. This class differs from the Architect I in the Decision Making, Complexity, and Line/Staff Authority factors.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the higher management (strategic) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. For example, positions determine plans and manpower needs to complete all components of the agency master buildings

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plan. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future. For example, positions analyze preventative maintenance needs and determine the guidelines used by physical plant managers in implementing such.

**Complexity --** The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how a departmental/ agency program will be implemented. For example, positions establish agency master building plans which direct construction and remodeling efforts.

**Purpose of Contact --** Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of at least two of the following:

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions guide agency planners and boards on architectural matters to influence building styles and functions.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions clarify the intent of unfamiliar architectural requirements in documents released for bid.

Negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. For example, positions negotiate agreements with local government agencies on variations to building codes which have programmatic effect on the agency master building plan.

**Line/Staff Authority --** The direct field of influence the work of a position has on the organization is as a work leader or staff authority. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

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## **OR**

The staff authority is a pacesetter who has a rare level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. This authority directly influences management decisions at least on an agency-wide basis. Managers and peers recognize and seek this level of technical guidance and direction for development of an agency-wide system or regarding the application of a statewide system within the agency or to its clients. For example, such positions influence agency managers on the requirements of style and function for state buildings.

### **ARCHITECT III**

**I2A5XX**

### **CONCEPT OF CLASS**

This class describes the supervisory or senior authority level. Positions in this level direct architectural or engineering units for an agency. Positions have responsibility for decisions which impact the pay, status, or tenure of others. This class differs from the Architect II class in the Line/Staff Authority factor only.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making --** The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the higher management (strategic) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. For example, positions determine plans and manpower needs to complete all components of the agency master buildings plan. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future. For example, positions analyze preventative maintenance needs and determine the guidelines used by physical plant managers in implementing such.

**Complexity --** The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how a departmental/agency program will be implemented. For example, positions establish agency master building plans which direct construction and remodeling efforts.

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**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of at least two of the following:

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions guide agency planners and boards on architectural matters to influence building styles and functions.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions clarify the intent of unfamiliar architectural requirements in documents released for bid.

Negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function. For example, positions negotiate agreements with local government agencies on variations to building codes, which have programmatic effect on the agency master building plan.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a unit supervisor or senior authority. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

### **OR**

The senior authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions beyond the agency. Managers and peers seek this level of technical guidance and direction as the designer of a statewide system or in a subject area for other areas of state government. Managers and peers, both internally and externally to the agency, rely on this pacesetter when making decisions regarding the direction that policy, programs, and systems should take in the pacesetter's field of expertise. For example, positions influence managers and peers beyond the agency in the direction that architectural programs should proceed.

### **ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

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For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

### **CLASS SERIES HISTORY**

Effective 7/1/08 (TMM). PSE System Maintenance Study. No changes. Published as proposed 7/31/07.

Effective 7/1/02 (DLF). PSE System Maintenance Study. No changes. Published as proposed 5/15/02.

Effective 7/1/00 (DLF). Design Intern (I2A1) abolished as part of the annual elimination of unused classes. Published proposed 4/00.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 6/1/93.

Revised 2/1/85. Changed grade and relationship, Facilities Planning Officer (A3628).

Revised 7/1/80. Changed nature of work and entrance requirements, Architect (A3603-06).

Revised 7/1/79. Changed grade and relationship, Facilities Planning Officer (A3628).

Revised 7/1/78. Changed nature of work and entrance requirements, Facilities Planning Officer (A3628).

Created 7/1/77. Facilities Planning Officer (A3628).

Revised 3/1/76. Changed title and entrance requirements, Intern-In-Architecture (A3601-02).

Created 1/1/75. Architects (A3601-06).

**CLASS SERIES DESCRIPTION (Cont'd.)****ARCHITECT****July 1, 2008****SUMMARY OF FACTOR RATINGS**

| <b>Class Level</b> | <b>Decision Making</b> | <b>Complexity</b> | <b>Purpose of Contact</b>       | <b>Line/Staff Authority</b>         |
|--------------------|------------------------|-------------------|---------------------------------|-------------------------------------|
| Designer/Planner   | Operational            | Patterned         | Secure or Advise                | Indiv. Contributor                  |
| Architect I        | Process                | Formulative       | * Advise, Clarify, or Negotiate | Indiv. Contributor                  |
| Architect II       | Interpretive           | Strategic         | * Advise, Clarify, or Negotiate | Work Leader or Staff Authority      |
| Architect III      | Interpretive           | Strategic         | * Advise, Clarify, or Negotiate | Unit Supervisor or Senior Authority |

\* Must have 2 of 3.

ISSUING AUTHORITY: Colorado Department of Personnel & Administration